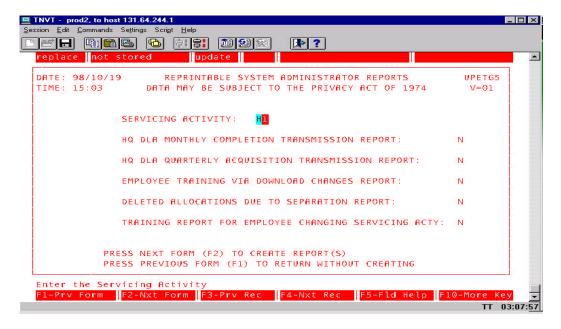**REPRINTABLE REPORTS MENU (UPETG5)**

These reports are available for the Training Office user to request at any time until the next process is run by the System Administrator. There are four reports available for the users. The HQ Completion Transmission and the transmission report are no longer available.

```
TNVT - prod2, to host 131.64.244.1                                    _ □ ×
Session  Edit  Commands  Settings  Script  Help

replace  not stored          update

DATE: 98/10/19         REPRINTABLE SYSTEM ADMINISTRATOR REPORTS        UPETG5
TIME: 15:03        DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974      V=01


              SERVICING ACTIVITY:    H1

              HQ DLA MONTHLY COMPLETION TRANSMISSION REPORT:         N

              HQ DLA QUARTERLY ACQUISITION TRANSMISSION REPORT:      N

              EMPLOYEE TRAINING VIA DOWNLOAD CHANGES REPORT:         N

              DELETED ALLOCATIONS DUE TO SEPARATION REPORT:          N

              TRAINING REPORT FOR EMPLOYEE CHANGING SERVICING ACTY:  N


           PRESS NEXT FORM (F2) TO CREATE REPORT(S)
           PRESS PREVIOUS FORM (F1) TO RETURN WITHOUT CREATING

Enter the Servicing Activity
F1-Prv Form   F2-Nxt Form   F3-Prv Rec   F4-Nxt Rec   F5-Fld Help   F10-More Key
                                                              TT  03:07:57
```

HOW TO REQUEST A REPORT:

a.   The CPOID (Service Activity) that you have access to will automatically display in the Servicing Activity field.

b.   The report requests default to an 'N'. If you want to request the report for your CPOID, change the 'N' to a 'Y' and press 'enter'. You may request all four reports at one time if you choose.

c.   Once a 'Y' has been indicated and you have pressed 'enter', depress the NEXT FORM (F2) function key for the report to be triggered.

d.   If there is no data available for a particular report, the message 'NO REPORT WILL BE PRODUCED, NO DATA MEETS THE SELECT CRITERIA' will display. If there is data available, the report will be produced and will print. NOTE: verify that you have designated SLAVE printer for the Printer Destination option and that you have compressed your print for an 8 ½ X 11 printer (several of these reports are still 132 character reports).

The data remains available to be requested as many times as needed until the next process is run. The Quarterly Acquisition data is available for an entire quarter, until the next acquisition transmission is triggered the next quarter. The Employee Training Download

changes report, the Deleted Allocations Due To Separation report, and the Training Report for Employees Changing Servicing Activity report will be available for two weeks. These three reports will be replaced every two weeks when the Employee Changes process is run.

HQ DLA QUARTERLY ACQUISITION TRANSMISSION REPORT

Every quarter, the Acquisition Transmission is run for DLA-HQ. This quarterly process creates and forwards two files to HQ. One file contains information on each active acquisition employee. The second file contains the acquisition workforces training completions for all Acquisition mandated training (these courses have a PDSC code – Acquisition Training Subject Code – and a Acquisition Training Source Code tied to them to designate them as the Acquisition courses). In order for the training completions to be transmitted to HQ, the Acquisition Training Method and Acquisition School Code must be input when filing the Completion.

```
REPORT NO: UPETK3MICHELLE R                                          DATE: 98/10/19    TIME: 15:5    PAGE: 039
SERVICING ACTIVITY: H1
                                         HQ DLA AQUISITION DATA TRANSMISSION REPORT
                                         DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

                                         DATE OF TRANSMITTAL:   98/10/19


                    CRR    CRR    PRMRY   SCNDRY WRNT OBLIG PGM  JOB  SPCL                PDSC  TRNG   DEL SCH  MPL
        SSN  ACT/ORG FIELD  LVL    ORIENT  ORIENT TYPE AMT   CD   SITE ASGN COURSE CODE/ID  CODE  METHOD CODE     TE




        ████████ HI/MQCB   H     2      5     8                    N
        ██████████

        ████████ HI/MQCL   H     2      8     8                    N     D/ACQ 101        BU5   G      04       /09/18
        ██████████████████                                              D/PQM 101        BU2   G      02       /03/21
                                                                        D/ACQ 201        JHA   G      16       /03/06

        ████████ HI/MQCL   H                                            D/PQM 101        BU2   G      18       /03/19
        ██████████                                                     D/ACQ 201        JHA   G      04       /07/30
                                                                        D/PQM 201        BU3   G      16       /12/10
                                                                        D/QUA 201        BCR   G      04       /12/10
                                                                        D/QUA 101        BCS   G      04       /03/19

        ████████ HI/MQCL   H                                            D/ALMC-TY        PDQ   G      04       /10/18
        ██████████████                                                  D/PQM 201        BU3   G      16       /12/10
                                                                        D/PQM 301        HV2   G      09       /02/20
                                                                        D/QUA 101        BCS   G      04       /03/18
                                                                        D/QUA 201        BCR   G      04       /12/10
                                                                        D/ACQ 201        JHA   G      16       /05/16
                                                                        Q/S89            QAN   G      18       /03/18

        ████████ HI/MQGA   H     2      8     8                    N     D/ACQ 201        JHA   G      16       /04/04
        ██████████████

        ████████ HI/MQHA   H     2      8     8                    N     D/QUA 201        BCR   G      04       /04/22
        ████████████
        ████████ HI/MQHA   H                                            D/ACQ 101        BU5   G      02       /06/04
        ████████████ J

        ████████ HI/MQME   H                                            D/PQM 301        HV2   G      09       /08/08
        ████████████
        ████████ HI/MQME   H     2      8     8                    N     D/PQM 201        BU3   G      04       /06/17
        ██████████████                                                  D/QUA 201        BCR   G      04       /06/17
```

EMPLOYEE TRAINING VIA DOWNLOAD CHANGES REPORT (UPETC4)

This report provides employee data and training data for all employees that are involved in an Accession, Separation, or Position Change (including an SSN change) based on the employee data received from the Defense Civilian Personnel Data System (DCPDS). This report is available after the Employee Changes process is run through the System Administrator menu. The Employee Changes Process will be run every two weeks to update the employee data within the DLA-TA. The report will be available until the next Employee Changes is run and the data will be overlaid.

The employee will display on this report for the following reasons: Accession to the DLA-TA, Separation from the DLA-TA, Position change such as: Employing Activity, Organization, Pay Plan, Series, Grade, SSN, and Supervisory/Non-Supervisory Indicator Code (provided they actually changed series). Other position changes do affect the Employee's record in the DLA-TA, but they do not display on this report.

This report will display all Requirements, Allocations and Completions, Course data and Cost data, along with the Employee Data for the employee's affected by the Employee Changes.

```
REPORT NO: UPETC4                           NEW EMPLOYEE                                    DATE: 98/10/19
                                     EMPLOYEE TRAINING REPORT                               TIME: 15:48
                                                                                           PAGE:        1

                              DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974

HAWKINS, LEON  JR                      ████████████    GS-2010-07                        AC    L/ORG: GA    /JFSB


CAREER PROGRAM ID: SUPPLY         CAREER INTERN  SUPV/NONSUPV IND:      NONSUPV/NONMGR    SPECIAL PROGRAM
SUPV TRNG STAT-PHASE 1:*                      SUPV TRNG STAT-PHASE 2:       *             TRNG HISTORY ST   T DETERM


COURSE           COURSE  COURSE DATES     COMPLETION       COSTS         COURSE HOURS            SCHOOL NAM              TRAINING
NUMBER            CODE   START    END      DATE       INDIRECT DIRECT ON-DUTY NON-DUTY                                  STATUS



ANTITERRORP       L                        98/06/23      0       0      1        0                                        C
ANTI-TERRORISM PERSONAL PROTECTION BRIEFING                        METHOD:CLASS-ONSITE                           GRADE: SAT/PASS



8B-F35            D                        98/03/27      0       0      36       0                                        C
DEF (REFRESHER) PKGING OF HAZARDOUS MATERIAL FOR TRANSPORTN   METHOD:CLASS-ONSITE                                GRADE: SAT/PASS



629               R                        98/03/27      0       0      40       0                                        C
TRIENNIAL HAZARDOUS MATERIAL TRANSPORTATION TRNG RECURRENT                                                       GRADE: EQUIVALENCY



613               R                        98/03/27      0       0      36       0                                        C
BIENNIAL DEFENSE (REFRESHER) PACKAGING RECURRENT                                                                 GRADE: EQUIVALENCY



610               R                        98/03/27      0       0      24       0                                        C
BIENNIAL TRANSPORTATION OF HM/HW FOR DOD RECURRENT                                                               GRADE: EQUIVALENCY



SEXHAR            L                        98/02/04      0       40     8        0                                        C
SEXUAL HARASSMENT TRAINING                                        METHOD:CLASS-ONSITE                           GRADE: SAT/PASS
```

DELETED ALLOCATIONS DUE TO SEPARATION REPORT (UPETB8)

This report is created after the Employee Changes process is run. This report displays Allocation records that have been automatically deleted from the system because the employee has separated from DLA, or has been involved in a Service Activity (CPOID) change. The report displays the Employee data, the Separation date, and information about the course the employee was allocated to attend. This report is available until the next Employee Changes is run and the data is overlaid.

```
REPORT NO: UPETB8                                            DATE: 98/10/19 TIME: 15:48 PAGE: 00001
SERVICING ACTIVITY: H3                      DELETED ALLOCATIONS DUE TO SEPARATION REPORT
                                            DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974


    ACT/ORG   NAME                    SSN           PP-SERIES-GD   SEPARATION DATE
    XQ/HOA    BADGLEY,ROBERT W ZZ                   FE-0000-07        98/09/29

              COURSE CODE/ID  COURSE TITLE                                        COSTS              START DATE
              F /ISO001       INTRO TO ISO 9000/ANSI/ASQC Q90 QUALITY SERIES STANDARDS   DIRECT  0  INDIRECT  0     98/08/31
              L /MICROSOFT    MICROSOFT OFFICE                                    DIRECT  0  INDIRECT  0     98/08/27

    ACT/ORG   NAME                    SSN           PP-SERIES-GD   SEPARATION DATE
    XQ/GFOF   BANABAN,WILFRED C                     GS-1910-11        98/09/29

              COURSE CODE/ID  COURSE TITLE                                        COSTS              START DATE
              L /LOC 026      MARITIME CONFINED SPACE SAFE PRACTICES (WAS: SHIPYARD COMP)  DIRECT  0  INDIRECT  0     97/12/09

    ACT/ORG   NAME                    SSN           PP-SERIES-GD   SEPARATION DATE
    XQ/GDSA   BLANCHARD,DENISE J                    GS-1910-11        98/09/29

              COURSE CODE/ID  COURSE TITLE                                        COSTS              START DATE
              Q /S91          STATISTICAL PROCESS CONTROLS (SPC) FOR SHORT PRODUCTION RUNS DIRECT  0  INDIRECT  0     97/04/14

    ACT/ORG   NAME                    SSN           PP-SERIES-GD   SEPARATION DATE
    XQ/GTRB   BURKE,JOHN J                          GS-0343-12        98/09/29

              COURSE CODE/ID  COURSE TITLE                                        COSTS              START DATE
              D /SAS014       TEAMING FOR PRODUCT MANAGEMENT COURSE               DIRECT  0  INDIRECT  0     97/06/03

    ACT/ORG   NAME                    SSN           PP-SERIES-GD   SEPARATION DATE
    XQ/HMJ    CRAWFORD,CHARLES                      GS-0343-11        98/09/29

              COURSE CODE/ID  COURSE TITLE                                        COSTS              START DATE
              D /BCF 101      FUNDAMENTALS OF COST ANALYSIS                       DIRECT  0  INDIRECT  0     97/11/03

    ACT/ORG   NAME                    SSN           PP-SERIES-GD   SEPARATION DATE
    XQ/RDOBB  FINLEY,MILTON ZZ                      ME-0000-06        98/09/29

              COURSE CODE/ID  COURSE TITLE                                        COSTS              START DATE
              F /ISO001       INTRO TO ISO 9000/ANSI/ASQC Q90 QUALITY SERIES STANDARDS   DIRECT  0  INDIRECT  0     98/03/24

    ACT/ORG   NAME                    SSN           PP-SERIES-GD   SEPARATION DATE
```

TRAINING REPORT FOR EMPLOYEE CHANGING SERVICING ACTIVITY (UPETG7)

This report will allow the gaining site to view employee training records of employee's that have been involved in a Service Activity (CPOID) change. When a Service Activity change occurs in DCPDS the employee data is sent to the DLA-TA. If a Service Activity change occurs, all training data from the losing site is deleted except the Training Completions. These Completions are copied from the losing site's Service Activity and assigned the gaining sites Service Activity code. The Requirements/Allocations and Skills that the employee had tied to their training record are displayed on this report for use by the gaining sites' Training Office. The system also checks to see if any of the Local courses and Skill Area Codes where the employee had a Requirement, display an exact match for the gaining sites' data. This information is also displayed on the report.

```
REPORT NO: UPETG7  DATE: 98/10/19      TIME:  15:42        PAGE:  00002


          TRAINING REPORT FOR EMPLOY      ANGING SERVICING ACTIVITY
          --------------------------      -------------------------
               DATA MAY BE SUBJECT T      VACY ACT OF 1974


                                                           PAY PLAN
                                                           --------
   NAME                      SSN              SA/EMP ACTY/ORG    SERIES,GRD
   ----                      ---              ---------------    ----------
   RADER,DOUGLAS L                           FROM: H3/XQ/RTOA    GS/1910/09
                                             TO:   H8/XL/AAEA    GS/1910/11


   REQUIREMENTS/ALLOCATIONS/SKILLS DEL      FROM SERVICING ACTIVITY:  H3

   EMP SKILLS     DESCRIPTION                       SKILL ESTAB DATE
   ----------     -----------                       ----------------
     QA           AIRCRAFT                             93/12/31



                    CRS CD/ID         TATUS      CMPLT DT       CSTMZD
```

	Q /S44	C	90/10/26
	Q /S48	C	93/01/15
	Q /S50	C	92/12/11
	Q /S06	C	93/03/19
QE	ELECTRONICS (DCMC)		91/12/31
	Q /S55	C	89/09/19
	Q /S54	C	89/09/19
	Q /S44	C	90/10/26
QG	MECHANICAL (DCMC & CENTERS)		93/12/31
	Q /S50	C	92/12/11
	Q /S44	C	90/10/26
	Q /S48	C	93/01/15
	Q /S06	C	93/03/19
QL	AEROSPACE		93/12/31
	Q /S50	C	92/12/11
	Q /S44	C	90/10/26
	Q /S48	C	93/01/15
	Q /S06	C	93/03/19
QM	MATERIALS (METALLIC) (DCMC)		93/12/31
	Q /S50	C	92/12/11
	Q /S44	C	90/10/26
	Q /S06	C	93/03/19
QQ	QA SYSTEMS (DCMC)		91/12/31
	Q /S88	C	89/09/01
	Q /S89	C	90/06/29
	Q /S80	C	89/09/22

```
TRAINING REPORT FOR EMPLOYEE CHANGING SERVICING ACTIVITY
-------------------------------------------------------------
             DATA MAY BE SUBJECT TO PRIVACY ACT OF 1974


                                                   PAY PLAN
                                                   --------
NAME                    SSN            SA/EMP ACTY/ORG    SERIES,GRD
----                    ---            ---------------    ----------
RADER,DOUGLAS R.        551-66-9999    FROM: H3/XQ/RTOA    GS/1910/09
                                       TO:   H8/XL/AAEA    GS/1910/11


SKILL AREA CODE   DESCRIPTION                          CRS CD/ID
---------------   -----------                          ---------


*************************************************************************
COURSES/SKILLS FOR SERV ACT H8 WHICH MATCH DELETED TRAINING DATA:


SKILL AREA CODE   DESCRIPTION                          CRS CD/ID
---------------   -----------                          ---------


    QA            AIRCRAFT                             Q /S48
                                                       Q /S44
                                                       Q /S50
                                                       Q /S06
    QE            ELECTRONICS                          Q /S55
                                                       Q /S54
                                                       Q /S44
    QG            MECHANICAL                           Q /S48
                                                       Q /S44
                                                       Q /S50
                                                       Q /S06
    QL            AEROSPACE                            Q /S48
                                                       Q /S50
                                                       Q /S44
                                                       Q /S06
    QM            MATERIALS(METALS)                    Q /S50
                                                       Q /S06
                                                       Q /S44
    QQ            QA SYSTEMS                           Q /S80
                                                       Q /S88
                                                       Q /S89
```

15.8